

CLASS TITLE: PUBLIC SERVICE ASSISTANT

Class Code: 02160100

Pay Grade: 08A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a wide variety of relatively simple or routine tasks in a combination on the job and formal training program of the public service careers project of the Rhode Island Merit System. On the job training will include assignments to basic entrance level duties in the clerical, public health or sub-professional nursing fields.

SUPERVISION RECEIVED: Receives specific instructions in detail from an assigned supervisor; work is reviewed both in process and upon completion for accuracy and conformance to instructions.

SUPERVISION EXERCISED: Usually none, but may supervise the work of patients or other personnel assigned to help.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As required, to sort and file material such as vouchers, requisitions, statements or other similar clerical records.

To operate adding, duplicating, or other office machines and to perform related clerical functions.

As required, under close supervision, to make simple routine sanitary inspections of food processing plants, bakeries, and other food establishments.

To collect milk, water and other material samples for laboratory analysis.

To prepare inspection reports and to do other related work in the field of sanitation.

As required, to perform a variety of duties involved in the care and treatment of persons admitted or committed to a state hospital or institution.

To assist the professional nursing staff as they relate to the patient's personal needs, housekeeping, and other related requirements involved in the care and custody of such persons.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Education: Sufficient to insure ability to understand, speak, read and write English and the ability to understand and follow written or verbal directions.

Class Revised: December 14, 1980

Editorial Review: 3/15/03